

NRC FORM 114  
(5-90)  
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

**CAREER OPPORTUNITY ANNOUNCEMENT**

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE <b>FOIA/PRIVACY ACT SPECIALIST</b>		ANNOUNCEMENT NUMBER <b>0247003</b>	DATES: OPENING <b>10/15/01</b>	CLOSING (Close of business) <b>10/31/01</b>	EXPIRATION (For "Open Until Filled" vacancies remove posting on this date)
SERIES <b>0301</b>	GRADE <b>GG-7/8/9/10/11</b>	KNOWN PROMOTION POTENTIAL TO <b>GG-12</b>	AREA OF CONSIDERATION		TYPE OF POSITION
ORGANIZATION LOCATION <b>Office of the Chief Information Officer Web, Publishing &amp; Distribution Svcs Div FOIA/Privacy Act Team</b>			NATIONWIDE		BARGAINING UNIT <input checked="" type="checkbox"/> NONBARGAINING UNIT <input checked="" type="checkbox"/>
			WASHINGTON, DC COMMUTING AREA		<input checked="" type="checkbox"/> FULL-TIME
			REGION COMMUTING AREA		<input checked="" type="checkbox"/> PERMANENT APPOINTMENT
			<input checked="" type="checkbox"/> OTHER <b>NRC Wide</b>		<input checked="" type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING
DUTY LOCATION <b>Rockville, MD</b>		TRAVEL REQUIREMENTS <b>None</b>	NAME OF IMMEDIATE SUPERVISOR <b>Francine Goldberg</b>		

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SP-71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE.

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Provides administrative and supporting services in the conduct of Freedom of Information Act (FOIA) and Privacy Act (PA) programs. Processes FOIA and PA requests and reviews requested records. Assists in developing procedures and providing guidance and assistance to all offices regarding FOIA and PA activities and performs related staff assignments.

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade level, or equivalent.

SPECIALIZED EXPERIENCE is experience that has equipped the candidate with the necessary knowledge, skill, and ability to provide administrative and supporting services in the conduct of the Freedom of Information Act (FOIA) and Privacy Act (PA) programs.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

- \* APPLICANTS MUST ADDRESS RATING FACTORS.
- \* EXPECTATIONS OF APPLICANT'S ABILITY BELOW GRADE 12 WILL BE ADJUSTED ACCORDINGLY.
- \* APPLICANTS SHOULD SPECIFY THE GRADE LEVEL(S) FOR WHICH THEY WISH TO BE CONSIDERED. FAILURE TO SPECIFY WILL RESULT IN CONSIDERATION ONLY

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FOR ADDITIONAL INFORMATION CONTACT <b>Jill Solan</b> <b>Email: JAS6</b> <b>Mail Stop: T-2D32</b>				TELEPHONE	AREA CODE <b>301</b>	NUMBER <b>415-5016</b>
SEND APPLICATION MATERIALS TO:						
<input checked="" type="checkbox"/> Human Resources Directorate of Operations Office of Human Resources	<input type="checkbox"/> Region I Personnel Officer	<input type="checkbox"/> Region II Personnel Officer	<input type="checkbox"/> Region III Personnel Officer	<input type="checkbox"/> Region IV Personnel Officer		
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23T85) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011		

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(Continuation)

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RATING FACTORS - CONTINUED

AT THE HIGHEST GRADE QUALIFIED.

1. Knowledge of the Freedom of Information Act (FOIA), Privacy Act (PA), and knowledge of NRC's organizational structure.

(EXAMPLE: Describe specific experience, training, and developmental assignments which demonstrate your knowledge of and ability to apply the provisions of the FOIA and Privacy Act. Provide examples of assignments which reflect your understanding of NRC's organizational structure. Provide examples of assignments which reflect your knowledge of agency policies and procedures for processing FOIA/PA requests. Provide examples of assignments which reflect your ability to locate and review records in response to FOIA/PA requests.)

2. Ability to communicate effectively, both orally and in writing.

(EXAMPLE: Describe specific work experience, education, and training which demonstrates your ability to communicate both orally and in writing. Describe the kind of information that was provided and for what purpose (e.g., status of work assignments, information regarding administrative policies and procedures). Describe the kind of original writing you have done.

3. Ability to interact effectively with a variety of individuals.

(EXAMPLE: Describe the various levels of individuals you routinely interact with and for what purpose. Describe situations that required you to use tact, diplomacy, and negotiation skills to achieve cooperation and develop consensus. Describe specific situations that required you to work within a team environment. What techniques do you use to develop effective working relationships?)

4. Proficiency with computer applications such as word processors, spreadsheets, databases, and ADAMS.

(EXAMPLE: Describe specific work experience, training, and accomplishments which demonstrate your knowledge of and ability to utilize microcomputer-based word processing, spreadsheets, and data management systems. What specific software have you used and for what purpose? Describe your experience developing, maintaining, or using automated information management systems. Describe your experience using ADAMS. Describe any specific experience you have using automated systems to track and report information.)

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**RATING FACTORS - CONTINUED**

5. Ability to identify issues and problems and to assist in determining priorities and recommending solutions.

(EXAMPLE: Describe work experience, training, and accomplishments which demonstrate your ability to identify issues and problems. Describe your experience in working with management to establish priorities and to assist in recommending solutions to issues and problems.)

NOTE: Breadth, recency, and length of experience in the field; training, awards and commendations; past and current performance; and community or outside professional activities will be considered as they relate to each of the above rating factors to determine the level of knowledge, skill or ability of candidates.

PLEASE SUBMIT FOUR COPIES OF SF-171, OF-612, OR RESUME, STATEMENT ADDRESSING RATING FACTORS, AND YOUR MOST RECENT PERFORMANCE APPRAISAL TO: JILL SOLAN, T-2-D32.

NOTE: REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.